

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Staffing Patterns	
Policy Number: PRP 15	Standards/Statutes: ARM 37.27.108
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To establish staffing patterns that provide appropriate coverage for the needs of the facility.

POLICY: Being a twenty-four hour, seven days a week in-patient facility, the staffing patterns provide appropriate care for the needs of the patients.

PROCEDURE:

I. There are eight Licensed Addiction Counselors. Four of them work Monday through Friday, 7:00 am to 3:30 p.m. Two work Tuesday through Saturday, 7:00 am to 3:30 p.m. Two work Monday through Friday, 12:30 p.m. to 9:00 p.m. There are no counselors scheduled on Sundays.

II. The Medical Director works Monday through Friday, 7 a.m. to 3 p.m. There is a physician on call 24 hours a day, seven days a week. There are two psychiatrists contracted to work each week. One works five hours on Tuesday, 12:00 p.m to 5:00 p.m, and the other works four hours on Wednesday 1:00 p.m. to 5:00 pm

III. The management staff consists of the Administrator, the Chemical Dependency Supervisor, the Director of Nurses, the Support Services Supervisor, Performance Improvement Manager and the Mental Health Supervisor. Their scheduled work hours are Monday through Friday, 8:00a.m. to 4:30 p.m. They are available for emergencies via phone after hours. Union support staff (with the exception of the receptionist) works Monday through Friday, 8:00 a.m. to 4:00 p.m. The training officer works 8:00 a.m. to 4:30 p.m., Monday through Friday. The personnel support staff works 7:00 a.m. to 3:30 p.m., Monday through Friday. The receptionist staff works 9:00 a.m. to 5:00 p.m., Monday through Friday to provide coverage for the office area.

IV. There is at least one licensed nurse in the facility at all times. During the admission times, Monday through Friday, 8:00 a.m. to 8 p.m. there is at least one registered nurse on duty.

V. Monday through Friday, two treatment specialists are scheduled on day shift. On weekend day shift,

there are one to three treatment specialists on duty, depending on the number of licensed nurses on duty.

A. On Monday three treatment specialists are scheduled on afternoon shift. On Tuesday through Friday, two treatment specialists are scheduled on afternoon shift. On weekend afternoon shift, there are three treatment specialists on duty. There are three treatment specialists and one licensed nurse on duty every night shift,

B. There are three mental health therapists. One works Monday through Friday, 7:00 am to 3:30 p.m. One works Tuesday through Saturday, 7:00 am to 3:30 p.m. One works Monday through Friday, 12:30 p.m. to 9:00 p.m. There are no mental health therapists scheduled on Sundays.

Revisions: 2/23/04

Prepared By:	<u>Rona R. McOmber</u>	<u>PIURM</u>	<u>2-23-04</u>
	Name	Title	Date

Approved By:	<u>David J. Peshek, Administrator</u>	<u>03/01/04</u>
--------------	---------------------------------------	-----------------